

**WINDEMERE TOWNSHIP, Pine County, Minnesota**  
**91546 Military Rd., Sturgeon Lake, MN 55783**  
**Town Board Meeting Minutes, April 13, 2023**

1. Meeting was called to order at 6:30 pm by Chairman Alan Overland. The meeting opened with the Pledge of Allegiance. **Present** – Supervisors Alan Overland, Heidi Kroening and Tony Bakhtiari; Clerk Cindy Woltjer; Treasurer Ron Mossberg. Several citizens and guests.
  
2. **The agenda was distributed and approved.**
  
3. **Minutes of previous meeting** – No minutes were presented. Overland reported he was recently notified by Clerk Woltjer that she is refusing to take meeting minutes until and unless she is awarded additional compensation. The clerk is currently paid \$600 per month plus \$80 per meeting. The clerk's recent claim sheet lists eight hours to write the monthly meeting minutes. It was noted the MAT attorney advised Clerk Woltjer on this matter. Although State statutes indicate the clerk is responsible to "record the minutes," the MAT Legal Department advised otherwise. Overland asked if anyone in the audience would take minutes.
  - 3a. **Motion** by Overland, second by Bakhtiari to appoint Amy Perine to take minutes with compensation to be approved at a later date. Overland Aye, Bakhtiari Aye, Kroening abstain. Motion Carried.
  - 3b. **Motion** by Overland to reduce the clerk's monthly pay to \$450 per month, seconded by Bakhtiari. Overland Aye, Bakhtiari Aye, Kroening No. Motion carried.
  - 3c. **Records project.** The electronic record keeping project was reviewed. It was decided Mossberg, as I.T. coordinator, will review the records processes with Becky Haas, the records assistant, to determine the best practice and report back to the supervisors.
  
4. **Treasurer's Report.** Mossberg presented the financial reports. The March and quarter end along with budget variance reports are posted on the township website. **Motion** by Overland to approve the Treasurers report, second by Bakhtiari. Motion Carried. Lisa Coil has been sworn in as Deputy Treasurer.

**Motion** by Overland to split Treasurer's monthly compensation with the deputy treasurer not to exceed the total of \$500 per month seconded by Bakhtiari. The deputy's compensation will be based on actual work assigned by the treasurer. Motion carried unanimously.

**Motion** by Bakhtiari to approve the Treasurers report, second by Overland, Motion carried unanimously.
  
5. **Public Input.** See number 12, below.
  
6. **Old Business**
  - a. **Box Culverts** The Assistant County Engineer informed Overland the engineering for the box culverts on Birchview and Island Lake Road has been completed. **Motion** by Overland to approve the installation of these culverts, second by Bakhtiari. Motion carried. 3-0 vote.

- b. **Road Signs.** A complete road sign audit has been previously discussed. Several quotes are already on record. Overland presented the obvious low quote from ID Signs. The cost will be \$7 per sign plus mileage to complete the sign audit. **Motion** to award the project to ID Sign by Overland, second by Bakhtiari, Motion carried unanimously.
- c. **Calcium Chloride (CC) Anti-Dust Applications.** Overland reported the township can sub-contract under Pine County for CC application at approximately \$3,300 per mile. It was noted this anti-dust application is effective and less grading, less future gravel maintenance results when CC is properly applied. Discussion regarding the expense, the method to determine which roads would be selected, and arguable effectiveness of CC ensued. **Motion** by Overland to select and plan to apply CC to 12 miles of road under contract with Pine County in 2023, second by Bakhtiari. Overland Aye, Bakhtiari Aye, Kroening No. Motion carried. The roads to get the treatment will be selected during upcoming road review.
- d. **Right of Way (ROW) Clearing.** Overland opened and presented two quotes. **Motion** by <sup>Overland</sup> Bakhtiari to accept the Omar bid at \$293 per hour for a three-man crew including the required chain saws, hand tools, truck and chipper, second by <sup>Bakhtiari</sup> Overland. Motion carried unanimously. The contractor will meet with the road supervisor to determine best methods for the completion of the ROW clearing. It was noted some notices to adjacent landowners may be required.
- e. **2023 Road Grading.** Overland opened and presented two quotes for 2023 gravel road grading. **Motion** by Bakhtiari to accept the Kiminski bid at \$235 per hour for an estimated 200-300 hours of grading with a minimum of 100 hours guaranteed payment, second by Bakhtiari. Motion carried unanimously.
- f. **2023 Ditch mowing.** One quote was received. **Motion** by Overland to accept the quote from Telker Mowing, LLC at the flat guaranteed rate of \$2,805 per mowing of all township ditches and ROWs, second by Bakhtiari. Overland Aye, Bakhtiari Aye, Kroening No. Motion Carried.
- g. **Sturgeon Island Bridge Inspection.** The inspection report is on file. No action was taken.
- h. **Road Maintenance Coordinator (RMC).** The RMC position was created and filled by action of the town board In November 2022. Overland, the town board's designated road supervisor, reviewed the effectiveness and expense of the RMC position during the last four months. After brief discussion, **Motion** by Overland to eliminate the RMC position in favor all road matters to be handled by the town board's road supervisor at no additional cost to taxpayers, second by Bakhtiari. Overland Aye, Bakhtiari Aye,
- i. **2023 Emergency Gravel and Culvert Issues.** Several roads and ROWs need substantial repair due to flooding, resulting washouts and threatening river rising; some culverts are frozen or otherwise plugged and there is an immediate need to secure repairs. It was proposed to give authority to Road Supervisor Overland to secure gravel road and culvert repairs and proceed as soon as possible to assure public service and safety. **Motion** was made by Bakhtiari to grant the above authority to Supervisor Overland, seconded by Overland. Motion carried.
- j. **Gravel Pit Brush Burning.** After discussion about the large brush pile at the township pit, a **Motion** was made by Overland, second by Bakhtiari to authorize Bakhtiari to work with Sandberg Construction to burn the brush pile as soon as possible at a cost of \$200 to be paid to Sandberg. Bakhtiari will volunteer is time. Motion carried.

**7. New Business.**

- a. **Road Review.** The Board agreed to conduct the 2023 Road Review. **Motion** by Kroening for road review on May 12, 2023 at 9am, second by Bakhtiari. Motion carried unanimously.
- b. **The Board of Appeals and Equalization** will be held as noted on the website. April 27, 2023 at 10:00am.
- c. **Board of Supervisors Other** Kroening announced she received a cell phone text message from Local 49 Union Representative Manick disputing the existence of a letter from the union regarding hiring of past union employees.
- d. **Records Retention Project.** Overland requested an update from Becky Haas regarding the status of the records scanning process. Discussion on the value of scanning records.. It was noted many of the records are being duplicated with this additional work. It was decided Mossberg, as IT coordinator, will review the records processes with Haas, determine the best practice and report back to the supervisors next month.

**8. Road Update.** No other info was added at this time.

**9. Zoning Update.** No new report was received. **Motion** by Overland to approve Zoning Administrator, Dennis Genereau to contact attorney on the blighted properties.

**10.Planning Commission Update.** Cindy Carlson, Vice Chair of the commission urged the board to take action to move the Short-Term Vacation Rental ordinance toward final approval.

**11.Fire District Update.** Bakhtiari reported on a citizen committee meeting with the Moose Lake Area Fire District (MLAFD) and requested a letter of interest be adopted and sent to the district. No action was taken on the proposed letter. Supervisor Kroening reported on her independent research with MLAFD board member Jim Michalski expressing differing opinions. It was decided to schedule a joint public meeting with the MLAFD board and the township supervisors. **Motion** by Bakhtiari to approve and sign a one-year contract with the Moose Lake Fire District for \$88,956 for 2023, second by Overland, Motion carried unanimously.

**12.Public Input.**

- a. Tom Larson commented.
- b. Gene Auderhar request to approve renewal for Ray & Marges Strong Beer/Wine License, **Motion** by Bakhtiari, Second by Overland to approve
- c. Cindy Carlson commented.
- d. Ron Buetow commented.
- e. John Menke commented.
- f. Mark Dunaski commented.
- g. Dan Mannick commented.
- h. Scott Beckman commented.
- i. Tom Larson commented.

**13.Opening Mail.** No Action taken.

**14. Claims review.**

PAY23-05

EFTs: EFT 23-11, EFT23-12

Checks # 13345 thru 13359

Direct Deposits: 1576 to 1583

**1. Opening Mail. No action taken.**

**2. The meeting adjourned at 10:10 p.m.**

Submitted by Recorder Amy Perrine: Amy Perrine 12/14/23

Clerk Woltjer: \_\_\_\_\_

Approved by Alan Overland, Chairman: Alan Overland 12/14/23